



Statewide Pretrial Officer

Details

Job ID : 282

Title : Statewide Pretrial Officer

Job Code : 702

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR CONDUCTING BACKGROUND INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS, PROVIDING PRETRIAL RELEASE AND INVESTIGATIVE SERVICES FOR TRIAL COURTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Duties

- CONDUCT BACKGROUND INTERVIEWS WITH DEFENDANTS DETAINED IN LOCAL JAILS WITHIN TWELVE HOURS OF ARREST
- PROVIDE PRETRIAL RELEASE AND INVESTIGATIVE SERVICES FOR TRIAL COURTS
- PRESENT VERIFIED INFORMATION TO THE TRIAL COURTS TO DETERMINE THE APPROPRIATE TERMS UNDER WHICH PRETRIAL RELEASE CAN MAKE TO ENSURE RETURN TO COURT AND MAINTAIN PUBLIC SAFETY
- ASSIST WITH CONDITIONAL RELEASE OF DEFENDANTS AND MONITORING OF RELEASED DEFENDANTS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- ABILITY TO WORK WITH MINIMUM SUPERVISION
- EXTENSIVE TRAVEL WITH OVERNIGHT REQUIREMENTS